

85-2742

OTE 85-7540

7 AUG 1985

MEMORANDUM FOR: Director of Personnel

VIA: Deputy Director for Administration

STAT FROM: [redacted]
Director of Training and Education

SUBJECT: Termination Date for Recruitment of
September 1985 and Future Career Training
Classes

1. It is requested that, effective with the September 1985 class, the Office of Personnel close the entrance into each career trainee class no less than two weeks prior to each established entrance-on-duty date. This will permit a more orderly environment for the move into the CT Program of new employees whose initial impressions of the Agency, including how we administer our employees, are gained during the first few weeks with the Office of Training and Education (OTE).

STAT 2. Unfortunately, the Office of Training and Education was not aware of the size of the July class until about a week before their EOD. In fact, class members were still being added until close of business on the Friday before the Monday EOD. This left the staff in OTE relatively unprepared to manage this unusually large class. In addition, several students arrived uncertain about which offices were sponsoring them; others were confused about [redacted] salary levels. The files for at least half of the trainees were not received in OTE until after their EOD, making it impossible for OTE to provide them with the necessary guidance to resolve these issues.

STAT 3. We realize that there is no way to eliminate all confusion inherent in a large EOD class. However, by giving ourselves a little more working room we should be able to show a more professional demeanor to these new employees.

STAT Distribution:

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2 - DDA

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STAT C/CTD/OTE [redacted] ew (30Jul85)